

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: July 11, 2008

LEAVE ACCOUNTING LETTER # 08-007  
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF RESET**

This is to inform you that the unused balances for Holiday Informal Time Off (HI) will be reset to zero for the July 2008 leave period for all campuses requesting this service. Begin Balance transactions (HI24) will be posted with a zero amount on July 21, 2008.

The following campuses opted to have balances reset in July 2007 and are currently scheduled to participate in the July 2008 automated process:

- Bakersfield
- California Maritime Academy
- Channel Islands
- Chico
- Los Angeles
- San Diego
- San Marcos

To be added to or deleted from the automatic reset process, please call the CLAS Liaison at (916) 327-0756.

DS:DK:CLAS